



CITY OF GRANTS PASS
invites applications for the position of:

Summer Temporary Help

SALARY: \$9.40 - \$10.15 Hourly

OPENING DATE: 03/17/16

CLOSING DATE: 04/22/16 05:00 PM

SUMMARY OF POSITION:

The City of Grants Pass is currently accepting applications for temporary/seasonal employees. in the following departments: Streets, Parks, Property Management, Water Treatment Plant, Water Restoration Plant, Clerical/Office and Water Distribution and Collection Divisions.

Hours worked per week ranges from 30-40 hours per week.

High school students and college students are encouraged to apply.

Positions may be available in the following divisions:

Street Division Seasonal Worker Tasks

Cutting and removing vegetation in city maintained right of way areas; removing blackberries and other vegetation from various ditches; cutting grass and other vegetation in city alleyways; repainting yellow setbacks at street intersections and painting crosswalks; cracksealing of city streets; digging out catch basins

Property Management Seasonal Worker Tasks

Maintaining commercial and residential landscapes (i.e. mowing, edging, planting trees, planting flowers; maintaining walking trails and open areas; watering plants downtown; painting, drilling and hanging items; assembling furniture; setting up meeting rooms and cleaning.

Water Distribution Seasonal Worker Tasks

Replacement of residential water meters throughout the community; washing division trucks and vehicles; cleaning and organization of division buildings; collecting field data related to private backflow prevention assemblies; removing vegetation surrounding water meter boxes, fire hydrants, and air release valves and other duties as assigned.

Parks Seasonal Worker Tasks

Grounds maintenance; empty trash cans; pick up loose trash, mow and edge lawns; weed eater; clean sidewalks and shelters with blowers; dig up sprinklers and valves; prepare shelters for weekend events.

Water Restoration Plant Seasonal Worker Tasks

Yard maintenance, painting, janitorial and building maintenance.

Water Filtration Plant Seasonal Worker Tasks

Seasonal workers will work both independently and with city staff to maintain facilities and landscaping at the Water Filtration Plant, remove water pumping stations, and reservoirs. Typical duties include brush clearing, weed eating, mowing, basic irrigation monitoring and repair, painting, cleaning, and other general labor.

Clerical/Office Seasonal Worker Tasks

Data entry, receipting, computer work, customer service and other general office duties as assigned.

****The minimum wage for entry workers will increase to \$9.75 on July 1, 2016.**

MINIMUM QUALIFICATIONS:

Positions involving operation of a motor vehicle require you to be 18 years old and possess a valid driver's license. Some positions will be hiring 16 and 17 year olds.

HOW TO APPLY:

Application materials must be turned in by the closing date in order to be considered for these temporary positions. Applications can be completed on-line, hand delivered, or post-marked by the application deadline. Applicants with minor errors on their application materials may be contacted for corrections, however, any application that is missing a cover letter or resume will not be considered. No late, incomplete, or faxed applications will be accepted.

The **required applications materials** for this recruitment are:

1. City Application
2. Resume
3. Cover Letter

RANKING AND SELECTION:

The ranking and selection of applicants to proceed in the process includes: experience, responses to supplemental questionnaire, and meeting minimum qualifications of the position. The initial selection process for this position includes the following steps: application review, oral interview and possible testing. The final selection process following interview includes the following steps: tentative offer, driving history check (if driving is an essential duty of the position), criminal history check, background investigation, reference check, drug testing, and final offer of employment.

All candidates will be notified of the status of their application after the closing date.

Reasonable accommodations may be made upon request prior to the application deadline to enable individuals with disabilities to participate in the job application process.

Veteran's Preference

A Veteran's Preference form is available on the City's website and with the on-line application at www.grantspassoregon.gov or by contacting the Human Resources Department at 541-450-6000.

EEO/AA

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.grantspassoregon.gov>

Position #16-7
SUMMER TEMPORARY HELP
TM

101 N.W. "A" Street
Grants Pass, OR 97526
541-450-6050
541-450-6000

humanresources@grantspassoregon.gov

Summer Temporary Help Supplemental Questionnaire

* 1. If the position requires, are you over 18 years of age and possess a valid driver's license?

☐ Yes ☐ No

* 2. Did you attach a cover letter and resume to your application?

☐ Yes ☐ No

* 3. Please indicate which department is your preference.

- ☐ Streets
- ☐ Parks
- ☐ Property Management
- ☐ Distribution and Collection Division
- ☐ Clerical/Office Work
- ☐ Water Filtration Plant
- ☐ Water Restoration Plant

* 4. I certify that each of the above answers given is true to the best of my knowledge. I understand that any untruthfulness on this form will be grounds for subsequent disqualification or dismissal in the event that I am hired for the position applied for.

☐ Yes ☐ No

* Required Question

101 Northwest A Street
Grants Pass, Oregon 97526
541-450-6000

For Office Use Only # _____
Date _____
Application Reviewed _____

Employment Application

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

POSITION APPLIED FOR : _____

PLEASE PRINT OR TYPE CLEARLY:

Last Name	First	Initial	
Street Address	City & State	Zip	
Mailing Address	City & State	Zip	
Telephone Home	Work	Cell	Message
Electronic Mail Address	Driver's License Number/ State Issued / Expiration Date		
		Best way to reach you? Home Phone Cell Phone E-mail	
Nickname or preferred name			

Answer all of the questions listed below:

1. Are you 18 years of age or over? Yes No
2. If applying for a sworn Police Officer position, are you 21 years of age or over? Yes No
3. Can you demonstrate that you are a Citizen of the United States or that you are legally authorized to work in the United States? Yes No
4. Have you previously been employed by the City of Grants Pass? Yes No

If so, when and what position/s? _____

5. Have you ever been a member of a State of Oregon Public Employees Retirement System (PERS or OPSRP)? Yes No
7. Do you have any relatives working here? Yes No

8. Do you have a High School Diploma? Yes No

Name of School	Location (City & State)

9. If not, do you have a General Equivalency Degree/Certificate? (GED) Yes No

Name of School	Location (City & State)

Skills and Abilities:

Using a scale of 0 to 5 (0 is low and 5 is high) please indicate your skill level for the following:

_____ Typing / Keyboarding (_____ wpm)	_____ Computer Use
_____ Email	_____ Internet Use
_____ Microsoft Office Applications	_____ Multi-Line Phone
_____ 10-Key	_____ Spreadsheet Software
_____ Public Speaking	_____ Interpersonal Communication Skills
_____ Defensive Driving	_____ Other _____

List any special training, certificates, professional, vocational licenses, registrations, languages, or additional job-related skills specific to the position you are applying for:

Education / Specialized Training:

List additional Education beyond High School (college, universities, military schools, trade schools etc).

Name of School	Location (City & State)	Major	Credits Completed	Certificates or Degrees

Employment History:

Starting with your present or last employer, please list your work experience during the last 10 years, including all non-paid or volunteer work. If you need more space, please attach additional sheets. Explain gaps in employment. A resume will not be accepted as a substitute for employment history.

Job Title _____ Start Date _____ End Date _____

Employer _____ Address _____

Phone _____ Direct Supervisor _____

Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No

Starting Salary _____ Ending Salary _____

Duties/Responsibilities _____

Reason for leaving : _____

Job Title _____ Start Date _____ End Date _____

Employer _____ Address _____

Phone _____ Direct Supervisor _____

Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No

Starting Salary _____ Ending Salary _____

Duties/Responsibilities _____

Reason for leaving: _____

Job Title _____ Start Date _____ End Date _____
Employer _____ Address _____
Phone _____ Direct Supervisor _____
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No
Starting Salary _____ Ending Salary _____
Duties/Responsibilities _____

Reason for leaving : _____

Job Title _____ Start Date _____ End Date _____
Employer _____ Address _____
Phone _____ Direct Supervisor _____
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No
Starting Salary _____ Ending Salary _____
Duties/Responsibilities _____

Reason for leaving : _____

Job Title _____ Start Date _____ End Date _____
Employer _____ Address _____
Phone _____ Direct Supervisor _____
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No
Starting Salary _____ Ending Salary _____
Duties/Responsibilities _____

Reason for leaving : _____

If more space required for Employment History, please attach an additional sheet.

AGREEMENT: I understand any misrepresentation or deliberate omission may be justification for termination or refusal of employment. I agree to undergo psychological screening (when applicable), physical examination and drug screening. I fully understand employment is contingent upon meeting the City's physical requirements. (Note: Physical requirements will be assessed only as they relate to the position applied for. The City does not discriminate on the basis of handicap.) Candidates unsuccessful in any part of the testing process may reapply to test for future openings after waiting six months, unless it was for failure to pass the background or psychological examination, which requires the applicant to wait to retest for three (3) years. I HEREBY AUTHORIZE THE EMPLOYERS, SCHOOLS OR PERSONS NAMED ON THIS APPLICATION TO GIVE ANY ADDITIONAL INFORMATION REGARDING MY QUALIFICATIONS AND CHARACTER. I HEREBY AUTHORIZE THE CITY TO REVIEW MY DRIVING RECORD AS WELL AS CRIMINAL HISTORY.

Please read the above and sign _____
Signature _____ Date _____

CITY OF GRANTS PASS

AFFIRMATIVE ACTION QUESTIONNAIRE

NOTE TO APPLICANT: The City of Grants Pass is an equal opportunity employer. For the purposes of satisfying State and Federal requirements, your cooperation in volunteering the following information is appreciated. This form will be removed from your employment application and kept separate and confidential.

Name: _____

Position Applied For: _____

Age: _____ Gender: Male ☐ Female ☐

Please check the appropriate box:

Ethnic Origin (select one):

- ☐ **White** (not of Hispanic origin)- having origins in any of the original peoples of Europe, North Africa or the Middle East.
- ☐ **Black** (not of Hispanic origin)- having origins in any of the Black racial groups of Africa
- ☐ **Hispanic**- all peoples of Cuban, Mexican, Puerto Rican, Central or South America or other Spanish culture or origin regardless of race.
- ☐ **Asian or Pacific Islanders**- having origins in any of the original peoples of the Far East, southeast Asia, Indian subcontinent or the Pacific Islands.
- ☐ **American Indian or Alaskan Native**- having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Optional Survey:

I learned about this position through the following source(s):

- ☐ Newspaper (please specify) _____
- ☐ Organization or Group (please specify) _____
- ☐ Newsletter or Journal (please specify) _____
- ☐ City Employee ☐ Employment Office
- ☐ City Web Site ☐ Other (please specify) _____